

Region II

July 6, 2004

DELEGATION OF AUTHORITY

1-17-A. Domestic Travel

1. PURPOSE: This Order redelegates certain authorities conferred on the Regional Administrator by Delegation 1-17-A of the EPA Delegations Manual.

2. REDELEGATION: The following authorities are hereby redelegated to the officials identified below with respect to requests submitted by employees under their jurisdiction:

Authority redelegated to the Assistant Regional Administrator for Policy and Management:

a. To approve travel authorizations and travel vouchers for permanent changes of station and first-duty moves.

b. To authorize the cancellation of Division Directors' own previously-approved travel authorizations.

Authorities redelegated to the Division/Office Directors:

c. To approve travel authorizations for domestic travel. This also includes the authority to approve the use of cash for emergency and non-emergency transportation services not exceeding \$100, the authority to approve travel to attend or speak at conferences or meetings not sponsored by the government, and the authority to approve after-the-fact travel, in accordance with applicable regulations and guidance.

d. To authorize travel involving compensation for actual subsistence for per diem areas within the conterminous United States when unusual circumstances result in travel expenses not being adequately covered by the lodgings-plus per diem rate; and

e. To approve the use of cash in excess of \$100 to procure emergency passenger transportation services if the use of a Government Transportation Request, a government-issued charge card or a centrally-billed airline charge account is not possible.

Authorities redelegated through the Division/Office Directors to the Branch Chiefs:

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f. To approve claims for local travel (travel within a fifty-mile radius of the employee's official duty station or residence);

g. To approve travel vouchers for domestic travel. This includes travel within the Continental United States (the 48 contiguous States and the District of Columbia) and non-foreign areas (the States of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States);

h. To authorize the use of non-contract air carriers when justified under the conditions provided in the Federal and Agency Travel regulations;

i. To authorize the use of commutation items such as toll books and tokens; and

j. To authorize the use of annual leave in conjunction with official travel, provided no additional costs are incurred by the Government. However, the travel authorization (TA) itself requires Division Director approval.

k. To authorize the cancellation of previously-approved travel authorizations.

3. LIMITATIONS:

a. The officials to whom authorities in item 2 have been redelegated may not exercise these authorities with respect to their own travel.

b. The authorities redelegated in item 2 do not include the authority to approve requests for per diem or lodging for travel within a 50-mile radius of the employee's official duty station or place of residence. The authority to waive the 50-mile radius rule provided the waiver requests meet the criteria for "training," "meetings and conferences," or "on-scene coordinators" is reserved for the Regional Administrator. Requests that do not meet these criteria but warrant consideration under the criteria for "special and unique events" must be submitted by the Regional Administrator to the Director of the Office of the Chief Financial Officer's Financial Management Division.

c. The authorities redelegated in item 2 do not include the authority to approve the use of premium class air and rail

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accommodations; this authority is reserved for the Assistant Administrator of the Office of Administration and Resources Management.

d. The authorities redelegated in item 2 do not include the authority to approve the acceptance of travel expenses from a non-Federal source. The authority to approve such requests with respect to attendance at any meeting relating to the official duties of the employee is reserved for certain officials in Headquarters. Approval by those officials is subject to the provisions of EPA Ethics Advisory 92-26 dated December 24, 1992.

e. The authority specified in 2.a. does not include the authority to approve blanket travel authorizations or extensions to permanent changes of station or first-duty moves or related items, such as extensions to real estate transactions, temporary quarters or storage of household goods related to a relocation; this authority is reserved for the Regional Administrator.

f. The authority specified in 2.h. is limited to the approval on travel vouchers of the use of non-contract carriers. This applies to situations where the travel authorization had not specified non-contract carriers and unanticipated schedule changes or weather problems necessitated a change in travel plans. Item 2.c. redelegates to the Division Directors the authority to approve travel authorizations, including those that specify non-contract carriers.

4. FURTHER REDELEGATION: None of the authorities listed in item 2 may be further redelegated.

5. ADDITIONAL REFERENCE: EPA Travel Manual (Resources Management Directive 2550B).

6. SUPERSESSSION: This Order supersedes Regional Order R-1200 (redelegation of 1-17-A) dated January 9, 2003.

/s/ Anthony Cancro for

Jane M. Kenny
Regional Administrator